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31 July 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 6-53 (Revision 1)

SUBJECT: Pre-employment Medical Evaluation Procedures

1. The following procedures are prescribed to facilitate closer collaboration with the Medical Office in effecting the medical evaluation of applicants prior to completion of the entrance-on-duty process.

2. Request for Pre-employment Medical Evaluation

a. A Request for Pre-employment Medical Evaluation, Form 37-163 (attachment 1) will be initiated in triplicate by the appropriate Transactions and Records Branch as soon as processing for employment is initiated. Items No. 1 through 6 will be completed. *insert PDM - 53*

b. Form 37-163 will be distributed as follows: *0053*

(1) Original and one copy with the SF89 - to the Medical Office.

(2) One copy - chronological suspense file according to date in Item No. 3.

c. The Medical Office will evaluate the medical history of applicants as recorded on SF89, and return one copy of Form 37-163 to the appropriate Personnel Division within the 10-day suspense period, indicating the action desired. The action requested by the Medical Office will be recorded in Items No. 7 and 8.

3. Action following receipt of Form 37-163 from Medical Office

a. When the Medical Office approves processing for entrance on duty (Item 7 a) the appropriate Transactions and Records Branch will:

(1) File the signed copy of the Form 37-163 on the left side of the Official Personnel Folder, and complete processing for EOD.

(2) Destroy the suspense copy of the Form 37-163.

b. When the Medical Office indicates that additional medical information is necessary (by checking Item No. 7 b, and attaching two copies of the form letter requesting additional medical history, Attachment 2) the appropriate Transactions and Records Branch will:

(1) Place the signed copy of the Form 37-163 from the Medical Office in a hold file pending receipt of further notification on the case on another Form 37-163 from the Medical Office.

(NOTE: Changes to the original PDM are indicated within portions set off by asterisks.)

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(2) *Transmit one copy of the appropriately signed form letter to the applicant, together with two envelopes; one addressed to the Personnel Division and one marked for the attention of the Chief, Medical Office. File the other copy of the letter in the Official Personnel Folder;*

(3) Destroy the suspense copy of the original Form 37-163;

(4) *Promptly forward applicant reply to the form letter to the Medical Office without unsealing the inner envelope.*

c. When the Medical Office indicates that the applicant be requested to appear for a pre-employment medical examination (Item 7 c) the appropriate Transactions and Records Branch will:

(1) Refer the file, with the Form 37-163 attached, to the appropriate Placement Officer for recommendation as to whether the Agency should pay travel and per diem for the visit. Normally, the Agency will not pay such costs, but if sufficient justification is considered to exist, the Placement Officer will request preparation by Transactions and Records Branch of official travel orders for approval by the Personnel Director.

(2) Initiate the appropriate form letter (attachment 3 or 4) in duplicate. Send one copy to the applicant, and file one copy in the Official Personnel Folder;

(3) Place the signed copy of the Form 37-163 from the Medical Office in a hold file pending reply to correspondence with applicant, and pending further notification from the Medical Office on another Form 37-163 after the examination;

(4) Destroy the original suspense copy of Form 37-163;

(5) Promptly inform the Medical Office and the appropriate Placement Officer of the date for the medical examination upon receipt of reply from the applicant.

d. When the Medical Office indicates rejection of the applicant for medical reasons (Item No. 7 d, and Remarks) the appropriate Transactions and Records Branch will:

(1) Prepare the appropriate correspondence to the applicant;

(2) Cancel all entrance on duty processing;

(3) File the signed copy of the Form 37-163 from the Medical Office in the applicant's folder;

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(4) Destroy the suspense copy of the Form 37-163, or any copies of the Form 37-163 in hold files.

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GEORGE E. MELOON
Personnel Director

Attachments:

- 1 - Request for Pre-employment Medical Evaluation
- 2 - Letter to applicant requesting additional medical information
- 3 - Letter to applicant requesting pre-employment medical examination
(female)
- 4 - Letter to applicant requesting pre-employment medical examination
(male)